



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**MEMORANDUM**

**To:** All State Agencies, Boards, Commissions and Institutions of Higher Education

**Attention:** **Professional Consulting Services Contracting Staff**

**From:** Joe Giddis, Director  
State Procurement

**Date:** March 8, 2002

**Subject:** Professional Consultant Services Contracts

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During the March meeting of the Review committee the final version of the Professional Consultant Services contract regulations were reviewed by the members. The next step in this process is a review of procurement and accounting legislation to determine where changes are required. The goal of this review will be to present to the committee our recommendations and together with their recommendations, create a committee bill for the next legislative session. Jerry Hester will lead this effort for the Office of State Procurement. My intention is to proceed as a team the way we did with the rewrite of the regulation.

Currently LCRC members are presented a "history" of each agency PCS contract. This "history" details the original amount and purpose of the contract and the amount and purpose of each amendment. The history displays very graphically the growth of a contract over time. This display has solicited questions and comments as to when during the contracting process the contract should be rebid. While there may be very sound rationale for amending a contract over time, agency contracting staffs are encouraged to carefully review each amendment and make a determination if the amendment is in the best interest of the State. The Office of State Procurement, during its review of PCS contracts, will continue to review amendments and will request clarification of those amendments that may lack sufficient justification.

Please do not attach the W-9 or the Vendor Maintenance Form FI0021 to the PCS contract forms. This will only delay getting your vendor into the vendor master file and will delay paying your vendor. Go to [www.aasis.dfa.state.ar.us/forms.htm](http://www.aasis.dfa.state.ar.us/forms.htm) to find the Vendor Maintenance form FI0021. Fill it out and email it to [aasis-osp@dfa.state.ar.us](mailto:aasis-osp@dfa.state.ar.us). This is the fastest most secure way to get your vendor into the master vendor database. The W-9 and, if necessary, the maintenance form can be faxed to (501) 324-9311. If you have any questions please contact Nancy Cothren at [nancy.cothren@dfa.state.ar.us](mailto:nancy.cothren@dfa.state.ar.us).